GLOBAL COURSE GLB SPA 334
SPANISH FOR HERITAGE SPEAKERS II
Department of Literature & Languages
Texas A&M University-Commerce

Instructor: Dr. Maria Fernández-Lamarque
Aula: Commerce HL
Horas de oficina: T and W 2:4pm and TH at UCD 4-5pm
Oficina: HL 313
Contacto: 903.886.5270; maria.lamarque@tamuc.edu

Materials – Textbooks, Readings, Supplementary Readings
Marqués, Sarah. *La lengua que heredamos*. 7ma edición. Wiley P.
Friedman, Edward. *El cuento, arte y análisis*. Pearson P.

COURSE INFORMATION AND OBJECTIVES

Course Description: Heritage language learners are those individuals who are proficient in English and who grew up speaking another language at home; they are able to communicate, at some extend, in more than one language. The main purpose of the Spanish for Heritage Speakers courses at TAMUC is to build upon the language knowledge that students bring to the classroom and advance their proficiency of Spanish for multiple contexts. In this course special attention is given to building advanced vocabulary, acquiring and effectively using learning strategies, and strengthening composition and presentational skills in Spanish. Cultural projects and readings reinforce learners understanding of the multiple issues related to the Hispanic cultures in the USA and abroad. Taught exclusively in Spanish, this course is designed for heritage or native speakers only. For students majoring or minoring in Spanish or bilingual education, this course replaces the SPA 332 requirements.

Student Learning Outcomes:
1) Demonstrate advanced writing skills in Spanish in multimodal communication by organizing, writing, and editing explanatory and argumentative essays.
2) Demonstrate advanced oral skills in Spanish in multimodal communication by organizing and presenting a conference poster at the “Global Issues 2017” academic event.
3) Identify and critically analyze educational, social, and ethical issues in the Hispanic communities in the US and abroad.
4) Demonstrate a wider understanding of cultural differences from diverse perspectives by analyzing products and practices from the Hispanic communities in the US. 2 These outcomes will be evaluated by completion of two projects: students will be responsible for designing, completing and presenting two multimodal projects on topics related to Hispanics in the US, including immigration, identity, multiculturalism and
trans-national experiences. Completion of these projects will give students a wider perspective on the Hispanic cultures and the contact with other communities, and will increase their understanding of global communities in an interconnected and diverse world (QEP Learning Outcomes 3 and 4).

COURSE REQUIREMENTS

1. ATTENDANCE & PARTICIPATION

Participation and attendance are fundamental to succeed in this course. Attendance is mandatory. After six absences, you may be dropped from the course, depending on circumstances. Absences due to illness or unexpected situations count as absences. The only justified absences are those resulting from mandatory participation in university events, hospitalization, or family emergencies of which the instructor has been notified. Please note that there is no participation grade given in this course; however, after ONE unexcused absence, your final grade will be reduced by 2 points per absence. Late work is not accepted. Exams and quizzes cannot be made up. You should arrive on time. Two late arrivals or early departures by more than 10 minutes equal one absence. If a student arrives late, she/he needs to talk to the professor at the end of class to make sure that a tardy mark was registered in the class book instead of an absence. If student misses 3 consecutive sessions and does not contact the instructor, she/he may be dropped from class. You should not make travel/family/employment plans that interfere with classes or exams since make up exams cannot be made to accommodate such plans. Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class. Students who require special accommodations for religious holidays should plan with their instructor during the first week of class.

2. CULTURAL PROJECTS (40% of the final grade) You will complete two individual multimodal projects integrating all course content. Project I (20%) The first project is a digital story in which you will explain a particular topic relevant to the Hispanic communities in the US (content may include any of the topics explored in class and through the readings). You will select a theme, research resources, organize and edit the information and finally record the final version. Please refer to the “Proyect 1 - Instructions and Rubrics” for more detailed information.

Project II (20%) The second project is a comparative report on a current social issue (educational, political, health- or gender-related) affecting Hispanic communities in the US and abroad. You will present a short overview of the problem and the consequences, comparing the situation in the US and abroad. The research will be presented as comparative essay and as a conference poster; the poster will then be presented at the ‘Global Issues 2017’ event. Please refer to the “Proyect 2 - Instructions and Rubrics” for more detailed information.

3. FICHAS DE LECTURA (24% of the final grade). You will complete 6 ‘ficha de lectura’ from the different readings presented this semester; the ‘fichas’ will allow you to focus on linguistic concepts learned in class, acquire new vocabulary, and give your opinion about the content. You will complete one ‘ficha de lectura’ every other week (8 fichas in total) and turn it in on the due date class (see Schedule for details). The ‘fichas’ will be evaluated according to completeness (every section must be completed in order to receive full credit), language accuracy, and content. No late assignments will be accepted (they will receive a 0 (zero) score).

4. FICHAS DE ESTRATEGIAS (16% of the final grade). During this course we will learn different strategies that will help you to become an autonomous and independent learner. You will complete 4 ‘ficha de
estrategia’ practicing and analyzing a particular strategy while completing a task of your choice (the task can be based on personal readings, movies, videoclips, songs or other materials in Spanish). The strategy and related task will vary each time (no ‘fichas de estrategia’ focusing on the same strategy or task will be accepted). Each ‘ficha’ will be completed and turned it in on the due date class (see Schedule for details). The ‘ficha’ will be evaluated according to completeness (every section must be completed in order to receive full credit), language accuracy, and content. No late assignments will be accepted (they will receive a 0 (zero) score).

5. COURSE ASSIGNMENTS AND ACTIVITIES. You should complete all classroom assignments (‘ejercicios’) by the due date. Classroom assignments include any exercise assigned in class as well as peer review editions, and grammar / vocabulary practices and extra readings. For each late or incomplete assignment, your final grade will be reduced by 1 point per assignment.

6. QUIZZES. (20%) Pruebitas on the assigned readings from the El cuento will be quizzed every week.

6. GRADING Proyecto I (25%) Borrador (texto e imágenes, justificación) 10% Digital story 15% Proyecto II (35%) Borrador (tema, preguntas, justificación) 5% Reporte escrito 10% Presentación oral de poster 20% Fichas de lectura 24% (6x4%) Fichas de estrategias 16% (4x 4%)

TENTATIVE COURSE CALENDAR

This course schedule is subject to revisions and changes as the instructor deems necessary. Any changes to the course schedule will be announced in advance.


Jan. 23 Intro Cap. 5 Vídeo: “Flamenco is a Music that Has no End” Taller de edición: repaso acentos Ejercicios de edición Ficha de lectura 1 Cap. 1

Jan 30 Debate ficha de lectura 1 Taller de lengua: dialectos y léxico Taller de edición: repaso acentos Estrategia de comprensión: tópico-soporte Ficha de estrategia 1 (tópico-soporte) Ejercicios de lengua y de edición. Cap. 2

Feb. 6 Taller de lengua: secuencia temporal del pasado Taller de edición: los acentos y los tiempos del pasado Ficha de lectura 2. Ejercicios de lengua. Cap. 3

Feb. 13 Debate Ficha de lectura 2 Estrategias de producción: manejo de fuentes Taller de lengua: la citación; puntuación para citar Ficha de estrategia 2 (manejo de fuentes) Ejercicios de lengua y edición Entrega borrador Proyecto 1 (en E-College DropBox “Proyecto 1”, fecha límite 12 de febrero). Cap 4


March 13. Presentación del proyecto II Introducción Cap. 8 Vídeo: Las mujeres en la universidad Estrategia de producción: la cohesión textual Taller de lengua: ordenadores discursivos; conectores explicativos y argumentativos. Ficha de lectura 4. Ejercicios de lengua

Spring Break March 20


“Global Issues 2017” (Poster presentation) TBA

May 8 Evaluación presentación de posters 8 T

Professor Policy

Absences or Tardiness

This is a hybrid class. We will meet every other week. No absences are allowed in this class, unless extenuating circumstances that should be documented to the instructor. A tardy of more than 5 minutes is considered an absence. One point will be deducted from your final grade from every class missed. Your participation grade will be also affected by your tardiness or absences.

Late work policy

Late work is not accepted. However, there are sometimes unforeseen circumstances that may cause delays. Any work turned in after the date marked in the syllabus, **even the same day after the class period**, will be deducted a 20%. E-mailed work is not accepted.
E-Culture Policy

When dealing with faculty over e-mail, it is **important that students keep the following in mind**:

1. Always use the Tamu-c e-mail account to communicate with your instructor. Messages from any other e-mail accounts will not be considered.
2. Always use salutations and signatures. Be courteous.
3. For serious matters use e-mails to facilitate a mutually agreeable time to meet. E-mail should not be used to avoid personal interaction.
4. Never use e-mail to vent or to respond immediately to an emotional situation.
5. Remember that e-mail creates a documentary record of one's communication with others.

Electronic Devices

Use of cell phones and other electronic devices in class is not permitted. Students who use their cell phones during class will be considered absent and; in consequence a participation grade of zero will be placed for that session.

Food and others

Please do not bring food to class for respect to others. I have received a number of complaints regarding this issue.

General University Policies

1. **Late work**

This is an intense course with no extended deadlines. **No late work will be accepted in this course, without exceptions.** Work should be submitted by midnight (CT) on the due date provided in the class schedule. Failure to submit an assignment on time will result in a zero (F) grade. In the case of an emergency or other reasonable situation which may affect your submissions, please contact me immediately.

2. **Academic Dishonesty**

*Plagiarism* is borrowing (stealing) the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person’s character. Copying someone else’s work, or asking a friend or tutor to write your work constitutes a violation of the TAMUC Academic Honesty Policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable.
STATEMENT OF PLAGIARISM AND ACADEMIC CHEATING

Plagiarism and Academic Cheating

Plagiarism and academic cheating will not be tolerated in the Department of Literature and Languages. Plagiarism is the unacknowledged use of work that is not original or work in which unauthorized assistance has been given by another person. Academic cheating is any dishonest practice by students in meeting the academic requirement of courses.

The Literature and Languages faculty want to heighten your awareness of the more common forms of plagiarism. The following categories of plagiarism, often committed unintentionally by students, represent selected forms of unacknowledged borrowing.

a. **Padded Bibliographies.** A bibliography is padded if it includes entries which are not cited in the paper and which are not otherwise identified as “Works Consulted.”

b. **Improper Use of Indirect Sources.** If you want to quote information that someone else has quoted, you must show that you found the material cited in a source other than the original.

c. **Inaccurate Paraphrasing.** Paraphrasing is expressing someone else’s ideas in other words. Some of the key words of the original may appear in the paraphrase; but if exact phrases or sentences are used from the original, then paraphrasing has stopped and quoting has begun.

d. **Improperly Documented Précis and Synopsis.** A précis is a concise summary of main points; a synopsis is a condensed statement or outline of the considered material. Both are shorter than a paraphrase. Both use the student’s own words. Like paraphrasing, both require documentation.

e. **Omitted Quotation Marks.** Verbatim materials (that is, paragraphs, sentences, phrases, key words) require proper notation in addition to identification of the source.

Accurate methods of documentation and quoting indicate more than writing skill; they indicate the honesty and fidelity with which students have treated primary and secondary sources. Texas A&M University-Commerce describes the possible consequences of plagiarism in university policy and in the guidebook for students.

Confirmed cases of plagiarism or of academic cheating discovered by instructors will be reported to the head of this department and for referral to the disciplinary committee and/or to the Dean of Student Life will be at the discretion of the instructor. Plagiarism is a serious offense, as serious as cheating on an examination. If you have any doubts about what constitutes plagiarism, you should consult your instructor, who is willing to answer questions about proper acknowledgment of borrowed material and documentation.

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Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3])

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty (see definitions). In addition, F-1 and J-1 international students must comply with the Student Exchange Visitor Program regulation related to their visa status. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion (Texas A&M University-Commerce Regulation 13.99.99.R0.03 ‘Undergraduate Academic Dishonesty’). For further information please see the Academic Honesty statement of the Department of Literature and Languages below.

3. Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 / (903) 886-5835
StudentDisabilityServices@tamuc.edu
www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices/default.aspx

1. Student Conduct and Discriminatory Behavior

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students also should consult the Rules of etiquette for more information regarding how to interact with students in an online environment:
http://www.albion.com/netiquette/corerules.html
A&M-Commerce will comply in the classroom, in the campus, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

6. Withdraws & Incomplete grade

A student may drop a course by logging into his/her myLEO account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the Web page.

I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct.

Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented.

7. Grievance procedures

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti (flavia.belpoliti@tamuc.edu).

If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, or Assistant Department Head, Dr. Susan Stewart, by completing a Student Grievance Form (available in the Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

8. Tutoring and Advising

Your Instructor: I am your first resource and want to make your experience as positive as possible. Please talk to me if you are having any problems in the course and I will do my best to assist you.
Tutors: Spanish tutoring is available in HL 119. This service is free of charge and is offered daily. Sign up is on the door. Please note that there is a maximum time limit you can sign up for per day, 20 minutes. The Trio Program is also a TAMUC source for tutoring.

Advising: Dr. Flavia Belpoliti is the Spanish Programs adviser. To declare a major, second major, or minor in Spanish, or to get further information on the Spanish program, please make an appointment with Dr. Belpoliti (flavia.belpoliti@tamuc.edu).

9. Technology Requirements for Web-Enhanced / Online courses

To fully take advantage of the LearningStudio platform tools, you will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

- 512 MB of RAM, 1 GB or more preferred
- Broadband connection required courses are heavily video intensive
- Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- Sound card, which is usually integrated into your desktop or laptop computer
- Speakers or headphones.
- Microphone
- Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor.
- Current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.

For courses where interactive tools are used, like VoiceThread or ClassLive Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: http://www.java.com/en/download/manual.jsp. Current anti-virus software must be installed and kept up to date.

You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software: Adobe Reader & Adobe Flash Player

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission,
will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

For additional information: [https://secure.ecollege.com/tamuc/index.learn?action=technical](https://secure.ecollege.com/tamuc/index.learn?action=technical)

**Pearson LearningStudio (e-College) Access and Navigation**

1) *Pearson LearningStudio (eCollege) Information*

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: [http://www.tamuc.edu/myleo.aspx](http://www.tamuc.edu/myleo.aspx).

You will need your **CWID and password** to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

2) **Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio. Technical assistance is available 24 hours a day/7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the **Pearson Learning Studio Help Desk**, available 24 hours a day, seven days a week:

- **Chat Support:** Click on ‘Live Support’ on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

3) **Accessing Help from within Your Course:** Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.
Preamble. Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty members are expected to employ teaching practices that encourage academic honesty.

1. Academic Dishonesty Defined. Texas A&M University-Commerce defines “academic dishonesty” in the following way (Procedure A13.12 “Academic Honesty”): Academic dishonesty includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.


Plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. [. . .] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

3. “Collusion” Further Specified. Collusion specifically includes selling academic products. According to the Texas Penal Code (Title 7 Offenses Against Property, Chapter 32 Fraud, § 32.50 Deceptive Preparation and Marketing of Academic Product), an “‘academic product’ means a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.”
The Texas Penal Code also specifies that person commits a Class C misdemeanor offense “if, with intent to make a profit, the person prepares, sells, offers or advertises for sale, or delivers to another person an academic product when the person knows, or should reasonably have known, that a person intends to submit or use the academic product to satisfy an academic requirement of a person other than the person who prepared the product.”

4. Responsibility. Matters of academic dishonesty are handled initially by the instructor. If the instructor feels the problem warrants more attention, it should then be pursued through the department head. If the department head and instructor wish, it should be brought to the attention of the Dean of the college for study and review before being referred to the University Discipline Committee (adapted from Texas A&M University-Commerce Procedure A13.04, “Plagiarism”).

Instructors may also choose to refer cases directly to the University Discipline Committee (Texas A&M University-Commerce Code of Student Conduct 6.a [2]).

5. Statement for Course Outlines. Instructors of record in the Department of Literature and Languages are required to include an Academic Honesty statement in all course outlines. The following language is suggested for that statement:

_Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])_

6. This Policy supersedes Department of Literature and Languages Policy #12, “Plagiarism,” dated October 10, 1990, and will be effective until further notice.

7. The Head of the Department of Literature and Languages is responsible for maintaining and reinforcing this and other policies.

Dr. Hunter Hayes, Head, Department of Literature and Languages

April 28, 2003

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
• You must have a:
  o Sound card, which is usually integrated into your desktop or laptop computer
  o Speakers or headphones.
  o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

• Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

• Current anti-virus software must be installed and kept up to date.


Running the browser check will ensure your internet browser is supported.

  Pop-ups are allowed.
  JavaScript is enabled.
  Cookies are enabled.

• You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader https://get.adobe.com/reader/
  o Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player https://get.adobe.com/shockwave/
  o Apple Quick Time http://www.apple.com/quicktime/download/

• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

• For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical
ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached in the following ways:

• Chat Support: Click on ‘Live Support’ on the tool bar within your course to chat with a Pearson LearningStudio Representative.

• Phone: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
**Accessing Help from within Your Course:** Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

**Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number.
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you.

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

**myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo, https://leo.tamuc.edu
Learner Support

The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

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<tr>
<th>App Title:</th>
<th>iPhone – Pearson LearningStudio Courses for iPhone</th>
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<td></td>
<td>Android – LearningStudio Courses - Phone</td>
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<td>iPhone - OS 6 and above</td>
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Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

**LearningStudio Notifications**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student’s university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

**COMMUNICATION AND SUPPORT**

*Interaction with Instructor Statement*
My office hours are Mondays 2-4 in Commerce (F2F weeks) and in UCD 4-6 (F2F weeks). You can also reach me through email and set up an appointment if neither of these times suits your schedule. I will respond to your inquiry in 24 hours during M-F.

**University Specific Procedures**

**Student Conduct**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.


Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

**TAMUC Attendance**
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

**Academic Integrity**
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03


Graduate Student Academic Dishonesty 13.99.99.R0.10
ADA Statement

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.
For a list of locations, please refer to the *Carrying Concealed Handguns On Campus* document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.